

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

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PAGES

1 TO (as shown in 36 CFR 1228.150.)

Federal Records Center

6125 Sand Point Way NE
Seattle, WA 98115

5 FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)

US EPA Region 10
Attn: Mike Wells
OMP-144
1200 6th Avenue, Suite 900
Seattle, WA 98101

2	AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (signature and title) Mike Wells Regional Records Officer, OMP-144, (206) 553-4252	DATE
3	AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No) Candace Smith/David Plotke, Office of Regional Counsel 206-553-6524	
4	RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and Title)	DATE

RECORDS DATA

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (with inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
412	2014		1	1	^RT Time & Attendance Source Records EPA 276a(1) Closed Date: 09/09/2011 Date Range: 10/01/1010 - 09/09/2011 Office of Regional Counsel Time & Attendance Records. Versatile box #s: 6829	R	GRS 2/7a1 EPA 276A1	D 01/2018 6 Years				

